

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Tribal Member Benefits Coordinator
SALARY:	Pay Range: 8-9 \$54,432.00 to \$67,104 annual DOE/DOQ
DEPARTMENT:	Office of Enrollment
LOCATION:	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt
SUPERVISED BY:	Enrollment Officer
OPENING DATE:	April 21, 2025
CLOSING DATE:	May 5, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Responsible for providing Member benefits to Tribal members, including the administration of gaming revenues, minors trust accounts, Tribal Elders Pension, Tribal Elders SSI, and Burial Benefits. This individual will also be responsible for review and revision of policies and procedures pertaining to above listed programs and will assist the Enrollment department with accomplishing short and long-term goals set by the program. Individual will also provide secondary secretarial services and

support to the Tribal Enrollment Office, including assisting the public with enrollment related issues and other general clerical duties.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

1. Be knowledgeable of the Tribe's Minor's Trust policies, the Gaming Revenue Allocation Plan, elders benefit plan and burial plan.
2. Determine Tribal members' eligibility for different Tribal benefits.
3. Administer Tribal member benefits in accordance with policies and guidelines. Benefits include gaming and/or General Welfare distributions, minors trust distributions, monthly elders' benefits, the Tribal funeral assistance and other Tribal member benefit programs as assigned.
4. Prepare and provide detailed reports on all Tribal member benefits and be able to produce information as needed, such as detailed reports on funeral benefit expenses, mortality and age reports.
5. Keep extremely accurate and detailed accounts of all member benefits, particularly minor's trusts, including all gaming and General Welfare distributions to Trust accounts, interest earned, monies paid from trust accounts, address and guardianship information, and statements to trust account holders.
6. Work with outside agencies and other Tribal programs to maximize benefits available to Tribal members. This includes working with Funeral homes and vendors, tracking and replenishing the inventory of funeral assistance items including caskets, buckskins, tule mats and other items used for funerals.
7. Assist with the review and revision of policies and procedures pertaining to Tribal member benefits.
8. Ability to work with the CTUIR members and the public in a positive and professional manner and provide them with information regarding Tribal member benefits, enrollment procedures and requirements.
9. Provide highly confidentiality services for Tribal Members and the Enrollment office.
10. Become thoroughly familiar with the Tribal Member Benefits policies, Enrollment Code, Enrollment criteria and office procedures and be able to implement them daily.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate he/she does meet all the following minimum qualifications).

1. Bachelor's degree in accounting, business administration, computer-related, or similar field with demonstrated experience working in a similar office setting with equal responsibility.

OR

High school diploma and four (4) years of experience as an office manager, administrative assistant or similar office setting with equal responsibility.

2. Must possess the ability to provide a detailed accounting of financial records with a high degree of accuracy using MS Access and Excel. Applicant must demonstrate strong mathematical skills with minimal errors and knowledge of business math procedures. Applicant will be tested on their ability to utilize MS Excel to track financial transactions and produce reports.
3. Must possess excellent communication skills, both written and orally, and be able to communicate with Tribal members, young adults, Elders, Board of Trustee members and representatives from other departments and outside agencies.
4. Applicant must be a team player and be able to work well with a diverse group of people and agencies and must be willing to perform other duties as assigned.
5. Must be able to handle multiple projects and work within defined timelines.
6. Must be a dependable, responsible and highly motivated self-starter with strong work ethic and the ability to work independently, have excellent organizational skills and demonstrate a history of reliable work attendance.
7. Must be willing to take on additional responsibilities as Tribal member benefits increase, and position grows.
8. Must possess the ability to establish and maintain effective working relations with peers, public, outside agencies, other Tribal programs and Tribal Membership.
9. Must be able to handle difficult situations and conflicts, including assisting with funeral arrangements for deaths of community members and denying access to children's Trust accounts.
10. Must be able and willing to work late and weekends when/if necessary.
11. Must possess excellent working knowledge of standard CTUIR software with experience in using word processing, email, spreadsheet and database software. Applicants must have extremely strong Excel and Access skills and will be tested on their ability to use the software. This office uses MS Access, Excel, Word, SharePoint, T.I.M.S (the CTUIR Custom designed Tribal Member Information System) Windows E-Mail, and Network applications.
12. Must be willing to receive training as needed to meet the growth of the position, learn additional software programs and become proficient at using above programs.
13. Individual will be required to operate a motor vehicle for various job duties. Must have a valid driver's license.
14. Must always practice strict confidentiality.

PHYSICAL DEMANDS:

- Ability to sit for long hours at a computer using a keyboard and mouse.
- Ability to carry and lift to 30 lbs. above shoulder height. (This is because of retrieving and replacing files up on shelves).
- Ability to sit for long hours in automobiles and airplanes while traveling.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.


APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 429-7180

To be considered, the application package must be post marked by the closing date.

for 

Approved: JueJue Withers-Lyons, Assistant Director, Office
of Human Resources

04/21/2025

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date